

CAPS Casual Worked Time Planned vs Actual (Cost Centre) Report

Introduction

This guide describes the steps to run the **CAPS Casual Worked Time Planned vs Actual (Cost Centre)** report.

The purpose of this report is to show both summary and detailed view of casual engagements for a cost centre including engagement details, accounting distribution, planned vs actual comparison by hours/sessions and dollar value. This report will be used by financial administrators and casual coordinators to monitor casual costs.

The values available for selection in the drop down lists will be determined by the user's security access.

The report can be run for

- An individual casual Staff member
- Multiple casual Staff members
- All displayed casual Staff members

Procedure

Log in to BI <https://bi.adelaide.edu.au>

1. To Navigate to CAPS Reporting, click **My home**.



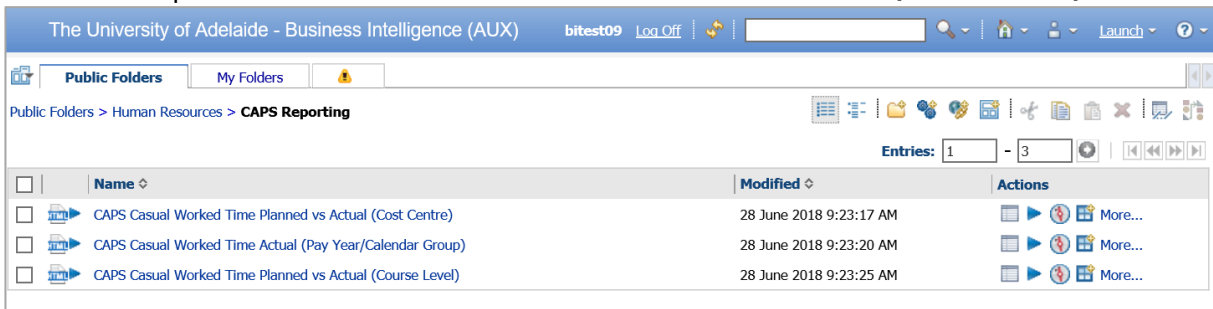
2. Click **Human Resources** folder.



3. Click **CAPS Reporting**.



4. Select the report **CAPS Casual Worked Time Planned vs Actual (Cost Centre)**.

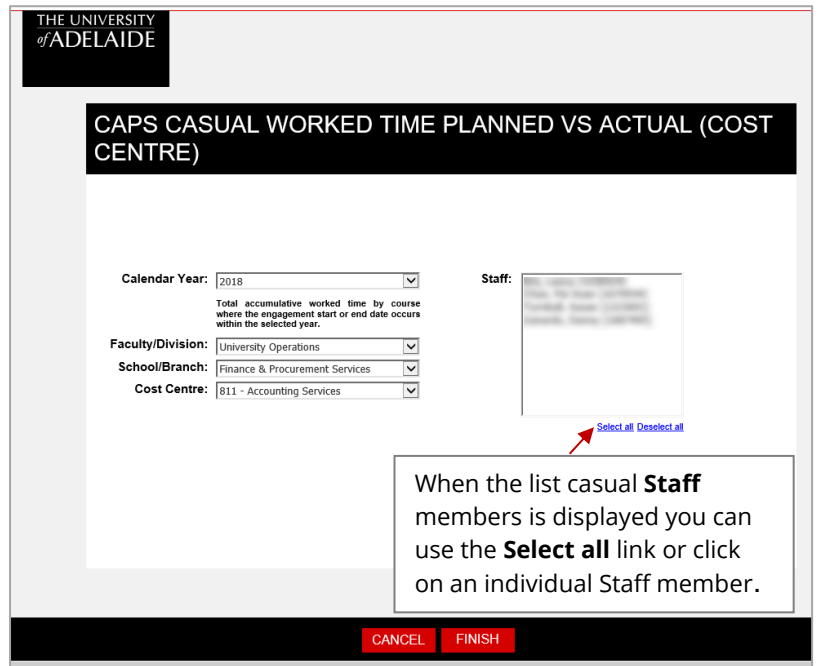


5. Select the required report criteria.

6. Choose the **Calendar Year** (mandatory).

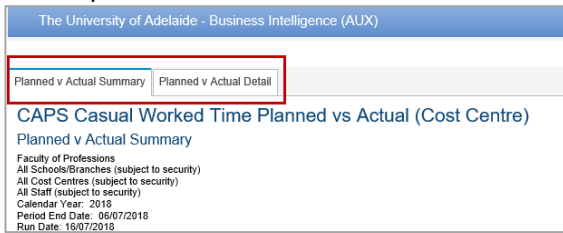
7. Select the relevant **Faculty/Division** (mandatory).

8. To refine the search select the **School/Branch** and **Cost Centre**. The **Staff** box will then be populated based on this criteria.



9. Click **FINISH** to run the report.

10. The report will be generated based on the selections within steps 6-8. The report has two tabs **Planned v Actual Summary** and **Planned v Actual Detail**.



11. The **Planned v Actual Summary** report contains one row per engagement; multiple engagements for a casual have a total row. The first sections of the report show the details of the engagement and Onboarding status.

Engagement											
Faculty / Division:	School/Branch:	Cost Centre:	Name	Contract Num	Person ID	Rcd	HR Dept ID	Engagement Type	Reports To/Supervisor	Timesheet Validator	Onboarding
Fac Engineering & Mathematics	ECMS Faculty Services	201 - ECMS Faculty Administration	0007	0001	2	2010	Professional				Complete
			0001	0	7310	Professional			Incomplete		
			0018	5	7310	Professional			Complete		
			0012	5	7310	Professional			Incomplete		
	222 - Electrical & Electronic Eng - Total										
	School of Mathematical Science	235 - School of Mathematical Science	0007		5	6410	Academic				Complete
Fac Engineering & Mathematics - Total											

12. This section shows the **Engagement Sessions/Hours** and **Engagement Dollar Value**. Numbers in red signify where the **Planned** value has been exceeded.

Engagement Sessions / Hours			Engagement Dollar Value						
Actual	Planned	Remaining	Base Salary	Overtime	On Cost	Total Actual \$ (Incl. On Cost)	Planned	Remaining	
24.5	30	5.5	5,611.42	0.00	865.31	6,476.73	6,705.86	229.13	
8	17	9	637.82	0.00	98.35	736.17	1,834.39	1,098.22	
91	40	(51)	6,038.25	750.15	1,037.82	7,826.22	2,770.09	(5,056.13)	
44	20	(24)	1,441.09	893.24	351.00	2,685.33	839.34	(1,845.99)	
29.5	25	(4.5)	1,554.82	1,123.66	407.02	3,085.50	2,319.60	(765.90)	
4.5	20	15.5	160.79	379.01	83.24	623.04	1,030.93	407.89	
201.5	152	(49.5)	15,444.19	3,146.06	2,842.74	21,432.99	15,500.21	(5,932.78)	

13. The **Planned v Actual Detail** tab provides a further breakdown of the summary report.


Engagement																	
Faculty/Division	School/Branch	Cost Centre	Name	Contract Num	Person ID	Rcd	HR Dept ID	Grade	Step	Engagement Type	Reports To/Supervisor	Timesheet Validator	Begin Date	Expected End Date	Onboarding		
Fac Engineering & Mathematics	ECMS Faculty Services	201 - ECMS Faculty Administration	0007	0001	2	2010	HEO Level 4	1	Professional				03/04/2018	31/12/2018	Complete		
			0001	0	7310	HEO Level 5	2	Professional						01/01/2018	31/12/2018	Incomplete	
			0018	5	7310	HEO Level 5	2	Professional							01/01/2018	31/12/2018	Complete
			0012	5	7310	HEO Level 5	2	Professional							01/01/2018	31/12/2018	Incomplete
	222 - Electrical & Electronic Eng - Total																
	School of Mathematical Science	235 - School of Mathematical Science	0007		5	6410	Casual Academic	1	Academic				01/01/2018	31/12/2018	Complete		
Fac Engineering & Mathematics - Total																	

14. This section of the report includes the **Accounting Distribution** details.

The effective date refers to a change in the Account Code, Project ID and Academic Schedule e.g. split between two projects and not the start of the engagement.

Effective Date	Project ID	Project Desc	Accounting Distribution			Task / Activity	Course	Engagement Sessions / Hours			Base Salary	Overtime	On Cost	Engagement Dollar Value		
			FI Dept ID	Account	% Split			Actual	Planned	Remaining				Total Actual \$ (incl. On Cost)	Planned	Remaining
01/01/2018	15114485	HR Recruitm\ Travel(clearing)	642	2171	100	HRTEST-2672 Prof 1		91	40	(51)	6,038.25	750.15	1,037.82	7,826.22	2,770.09	(5,056.15)
01/01/2018	15114485	HR Recruitm\ Travel(clearing)	642	2171	100	HRTEST-2672 Prof 2		44	20	(24)	1,441.09	893.24	351.00	2,685.33	859.34	(1,845.99)
01/01/2018	15114485	HR Recruitm\ Travel(clearing)	642	2201	100	857		13	20	7	1,018.26	610.63	248.61	1,877.50	2,061.87	184.37
01/01/2018	15114485	HR Recruitm\ Travel(clearing)	642	2201	100	858		16.5	5	(11.5)	536.56	513.03	158.41	1,208.00	257.73	(950.27)
								29.5	25	(4.5)	1,554.82	1,123.66	407.02	3,085.50	2,319.60	(765.90)
01/01/2018	15114485	HR Recruitm\ Travel(clearing)	642	2141	100	857		4.5	0	(4.5)	160.79	379.01	83.24	623.04	0.00	(623.04)
01/01/2018	15114485	HR Recruitm\ Travel(clearing)	642	2141	100	858		0	20	20	0.00	0.00	0.00	0.00	1,030.33	1,030.33
								4.5	20	15.5	160.79	379.01	83.24	623.04	1,030.33	407.89
								201.5	152	(49.5)	15,444.19	3,146.06	2,842.74	21,432.99	15,500.21	(5,932.78)

Note: Full details of the split between two Cost Centres will not be displayed until Onboarding is completed.

15. Click  (Return) to return to the **CAPS Reporting** page.

Contact Us

For further support or questions, please contact the Service Centre on +61 8 8313 1111 or hrrservicecentre@adelaide.edu.au